DEPARTMENT OF THE NAVY
CHIEF OF NAVAL EDUCATION AND TRAINING
NAVAL AIR STATION
PENSACOLA, FLORIDA 32508-5100

CNETINST 1500.9C
Code N-23 324 322 CH2
FEB 3 1987

CNET INSTRUCTION 1500.9C

Subj: PARTICIPATION BY THE NAVAL EDUCATION AND TRAINING COMMAND IN THE
       PREPARATION AND IMPLEMENTATION OF NAVY TRAINING PLANS

Ref: (a) OPNAVINST 1500.8 M
       (2) CNETINST 4105.1

Encl: (1) CNET Training Planning Flow Chart for New Developments and
           Acquisitions
       (2) Training Life Cycle Management (TLCM) for New Developments and
           Acquisitions

1. **Purpose.** To provide guidance in implementing the policies, procedures, and Chief of Naval Education and Training (CNET) assigned responsibilities contained in reference (a).

2. **Cancellation.** CNETINST 1500.9B

3. **Discussion.** Guidance contained in reference (a) provides for an orderly process in planning for training programs to support the introduction of new hardware developments or acquisitions. The planning process includes the following concepts to be implemented within the Naval Education and Training Command (NAVEDTRACOM):

   a. Chief of Naval Operations (CNO) approval of a Navy Training Plan (NTP) establishes a significant impact upon resources available to CNET. The NTP places upon CNET the responsibility to obtain and provide resources (facilities, devices, manpower requirements, dollars) for the implementation and support of training courses. The NTP does not automatically provide these resources from either total Navy or DOD assets. It is mandatory that planning be accomplished early enough that out-year resource requirements can be included in the CNET portion of the annual Program Objective Memorandum (POM). For programming purposes, the minimum lead time required to meet ready-for-training dates is six years for major training devices, seven years for military construction projects and technical training equipment, and three years for manpower.

   b. Availability of CNET resources must be considered in defending the type and number of training programs to support new developments during the planning process described in reference (a). Such consideration includes not only the minimum amount of formal training to satisfy the needs of the fleet, but also extends to training aids or devices in lieu of actual hardware, and onboard training packages in lieu of, or as a supplement to formal training.

4. **Policy.** The CNET policy with regard to planning for new training programs and responding to the NTP process defined by reference (a) is:

   a. Accomplish necessary planning sufficiently in advance of training program implementation so that resources required for the program will be included in the appropriate POM submission.

b. Analyze each new training program to determine the most cost-effective method of formal training (in terms of equipment, devices, sites, facilities, manpower requirements, dollars) and alternatives to formal training that will meet the needs of the fleet.

c. A NAVEDTRACOM position will be established prior to each Navy Training Plan Conference (NTPC). All NAVEDTRACOM activities will forward their comments and recommendations resulting from the review of draft or approved NTPs to their appropriate functional commanders for consolidation. In the case of those activities reporting directly to CNET, comments will be forwarded to CNET for consolidation. Functional commanders will forward these consolidated comments, and the functional commander's recommendations, to CNET for consolidation into the single NAVEDTRACOM position. Comments and recommendations forwarded in support of this policy shall not be provided in any manner to any agency outside the NAVEDTRACOM unless specifically authorized by CNET. Under no circumstances will in-house differences with regard to the official CNET position be discussed external to the NAVEDTRACOM. CNET representatives will advocate and totally support the official position of the NAVEDTRACOM in NTPCs, correspondence, and other matters related to reference (a).

d. Functional commanders and NAVEDTRACOM activities reporting directly to CNET will ensure their consolidated inputs on draft NTPs, established by reference (a), reach CNET not later than 24 days prior to the scheduled NTPC.

5. Planning Functions. To ensure that training for a new system is implemented and supported in a timely manner, an outline of planning events, tasks, and responsibilities is provided in the attached enclosures.

a. Enclosure (1) presents a flow of significant planning events that is to be achieved concurrent with the development of a new equipment or system acquisition. The planning events are keyed with the applicable phases of hardware development.

b. In enclosure (2), specific tasks and responsibilities are assigned to CNET Staff and applicable functional commanders, and are designed to permit timely accomplishment of the major planning events.

6. Action

a. Chief of Naval Education and Training:

(1) Initiate and coordinate action and provide guidance in support of the policies stated in paragraph 4.

(2) Provide representation in Integrated Logistics Support (ILS) planning as required. (NOTE 1)

(3) Monitor implementation of NTPs within the NAVEDTRACOM.

b. Training Functional Commanders and other Echelon III Commands:

(1) Accomplish cognizant portions of the planning process in accordance with the policies stated in paragraph 4.

(2) Fulfill the responsibilities and accomplish the tasks assigned in enclosure (2).

(3) Submit POM justification documentation. (R

(4) Disseminate the intent and policies herein to subordinate commands. Provide CNET with copies of directives and correspondence supporting this action.

(5) When applicable, provide representation in ILS planning. (NOTE 1)

(6) Review all requirements for new courses or increases in course (R content or length, recommend compensation through reduction in related training and submit to CNET for approval.

NOTE 1: The NAVEDTRACOM personnel designated to participate in ILS meetings will have the following responsibilities *contained in reference (b)*: CH2

1. Review ILS documentation and plans to obtain data that can be used to define need and content for initial and follow-on training and to identify test equipment, training equipment, training devices, repair parts, and other items required to support such training, *contained in reference (b)*.

2. Assist in the preparation of applicable portions of the Personnel and Training Plan, if reference to the NTP will not satisfy this requirement.

3. Participate in meetings of the ILS Management team that are pertinent to training planning.

4. Initiate action to ensure that appropriate aspects of ILS planning elements are included in the NTP for the new acquisition. *of weapon*

5. Participate *as appropriate* in ILS audits *and Logistic Review Groups of Acquisition Programs.* ~~of programs supported by NTPs~~ (R ~~in accordance with reference (e) which supports ILS audit program procedures and checklists.~~ CH2

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Distribution (CNETINST 5218.1B, Case A):
List I; II 3, 4, 5, 6, 7; V; VI; VII

Copy to: o7
CNO (Op-29, 39, 59, 11, 04, 09B, 094, ~~095~~) CH1
COMNAVSEASYSCOM (CEL-MEP) ^
COMSPAWARSYSCOM
COMNAVAIRSYSCOM

Time Frame*	---- 2 yrs ----- 6.5 yrs	---- .5 yr ---- 4.5 yrs	---- 2.5 yrs ---- 4 yrs	---- 1.5 yrs ---- 1.5 yrs	0
	PROGRAM INITIATION		NTP DEVELOPMENT/ APPROVAL	FINAL DEVELOPMENT/ PRODUCTION	DEPLOYMENT/ OPERATIONS
CNO/ SYSCOM Events	Commence design conceptualization.	Approve design. Promulgate Draft NTP; request submission of comments. Announce NTPC	Convene NTPC; distribute proposed NTP for review and comments by principals. Promulgate approved NTP. Convene update NTPCs as required.	Commence development of factory and follow-on training materials.	Commence factory training.
CNET Actions	Establish and maintain liaison with cognizant OPNAV and SYSCOM offices. Obtain preliminary technical data; forward to functional commanders.	Review draft NTP; consolidate NAVEDTRACOM comments and recommendations; explore alternatives; submit to CNO. Establish CNET NTPC position with functional commanders. Identify compensation for new/expanded training requirements.	Represent NAVEDTRACOM at NTPC. Consolidate POM submit for CNET resources. Submit hardware requirements to SYSCOM or CNO POM. Monitor implementation of NTP.		

*Time frame is based upon estimate for development of average program. Actual time will vary dependent upon the specific program.

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	PROGRAM INITIATION		NTP DEVELOPMENT/ APPROVAL	FINAL DEVELOPMENT/ PRODUCTION	DEPLOYMENT/ OPERATIONS
Functional Commander Actions	Commence preliminary planning. Estimate kind and amount of training resources, facilities, and devices required; submit estimates to CNET.	Coordinate, collect and consolidate inputs from applicable subordinate commands; submit to CNET.	Update resource estimates for POM; submit to CNET. State ability or inability to accept new or increased training with current CNET assets.	Review training course materials Implement NAVEDTRACOM responsibilities within NTP. If CNET resources not adequate, state inability to accept new or increased training responsibility.	Accept and commence follow-on training, or reject follow-on training due to lack of resources. Budget for and support training.

TRAINING LIFE CYCLE MANAGEMENT (TLCM)
FOR NEW DEVELOPMENT AND ACQUISITIONS

1. Efficient preparation and responsive implementation of Navy Training Plans requires participation by all echelons of the NAVEDTRACOM. The following amplifies training actions and responsibilities assigned to functional commanders by development phases in enclosure (1). Unless a specific functional commander is cited, tasks and action assignments pertain to applicable functional commanders (CNATRA, CNTECHTRA, COMTRAPAC, COMTRALANT) having interest in an NTP or as designated by CNET.

    a. <u>Program Initiation</u>

        (1) During the hardware design conceptualization and validation stages, participate as requested by CNET and/or the Principle Developing Agency (PDA) in identification of the need for and kinds of training materials. (NOTE 1)

        (2) On request, provide representation and technical assistance for ILS meetings.

        (3) Initiate planning file for the program, development, or acquisition. Designate project coordinator or point of contact.

        (4) Functional commanders forward to CNET the following planning information:

            (a) Broad course objectives for operator, maintenance team, tactical, or other training (including estimate of course length).

            (b) Recommended training locations and facility requirements.

            (c) Estimates of total instructor support, and student billets as well as student Average On Board (AOB) required. Availability and current location of billet compensation, if any, resulting from disestablishment of applicable courses related to hardware replaced by the new development should be indicated. Include justification to support instructor and student ratio and employment of support personnel.

            (d) Quantity of technical training and support equipment required.

            (e) Need for and description of nontechnical training equipment or other training materials. Request assistance from NAVTRASYSCEN.

NOTE 1: As used in this instruction, the term training materials is considered to include: Technical Training Equipment (TTE), nontechnical training equipment (devices, simulators, stimulators), aids, instructional materials, onboard training packages, or other learning items applicable to the support of training for the program, equipment, or system to be procured.

Rationale: Provision of this data may be requested up to two years in advance of the first NTP conference. Data is needed, as tentative as it may be, for MILCON planning; for inclusion in POM submissions; for initiation of training device studies, for request to OPNAV to convene first NTP conference, on earliest appropriate date to satisfy training command needs; or, for timely establishment of training command position well in advance of the NTP conference.

    b. NTP Development and Approval

        (1) Upon receipt of draft NTP, coordinate, collect, and consolidate inputs from subordinate commands; and forward to reach CNET not later than 24 calendar days before the NTP conference with recommended training command position. Ensure no distribution outside the NAVEDTRACOM.

        (2) Attend position resolution conference when requested by CNET.

        (3) As appropriate, provide representation at initial NTP conference qualified to support training command position. If functional commander designated to represent CNET at NTP conference, copy of trip report is to be forwarded to CNET.

        (4) Accomplish milestone events assigned in NTP or by CNET and advise. Notify CNET well in advance of any potential slippages in milestone dates including impact on subsequent events.

        (5) Provide technical assistance for Integrated Logistic Support Management Team (ILSMT), as requested, to ensure resource requirements and training command needs are reflected and supported in the ILS Plan.

        (6) Provide comments and recommendations on approved NTP as requested by CNET.

        (7) Define resources for which CNET is a major claimant and submit with appropriate justification, in accordance with reference (c), to CNET for inclusion in applicable budget or POM cycle. Submission is required within 30 days after the NTP conference or receipt of an approved NTP.

        (8) Continue monitoring development of hardware and advise CNET, when appropriate, of the need for an update NTP conference.

    c. Final Development and Production

        (1) Functional Commander, designated by CNET to monitor development of training course materials by contractor, will review training course materials and advise CNET and the PDA as to acceptability.

        (2) Distribute allocated r^ ources to applicable training activities. Make arrangements for selected instructors to attend designated factory training courses.

d. <u>Deployment and Operations</u>

(1) Monitor installation and/or delivery of training materials. Advise CNET of complications preventing the convening of first class by ready-for-training date.

(2) Implement follow-on courses.

(3) Budget for and support continuance of follow-on and associated training materials.